

Create New Job Opening – Internship Program Quick Step Guide (2012)

1	Click on Main Menu
2	Click Recruiting
3	Click Create New Job Opening
4	Leave Job Opening Type at Standard Requisition
5	Click in the Business Unit field
6	Type in your agency Business Unit
7	Tab out of the field
8	Click in the Position Number field
9	Type in the appropriate position number for the position that you will be posting. It will be the number that is approved by SHC.
10	Click the Tab button on your keyboard which will then populate the rest of the page.
11	In the Posting Title field, enter a more specific title such as GIS Intern, Communications Intern, etc.
12	Click the Continue button.
13	Review the information on this page. If you are posting more than one internship with the same job description, requirements, and location click on Target Openings and enter the number of positions to be associated to the requisition. (If you are only posting one position, no changes are necessary on this page and you can skip to step 16.)
14	Tab out of the field. You will receive an error message, click OK . The number of available openings will populate.
15	Scroll to the section for positions and click on Add Positions . Click on the magnifying glass. In Position Number enter the next position number that has been approved by SHC. Click OK . To add more position numbers follow this step until all positions have been added. Make sure the number in the Target Openings match the number of position numbers you have entered into the list. Remember all positions you add must be approved by SHC.
16	Click on Next Step link.
17	Review the information on the Min Requirements page; however, make no changes.
18	Click on Next Step link.
19	The Competencies page should remain empty.
20	Click on Next Step link.
21	Click on Add Job Postings hyperlink
22	In the Visible field, click on the drop down box and select Internal and External .
23	In the Description Type field, click Preferred Experience . This will automatically populate a preferred experience statement that is required to stay in the posting. Please add to the preferred experience section the specific majors that are preferred as well as any other knowledge, skills, and abilities.
24	Click on the Add Posting Descriptions hyperlink.
25	Repeat step 22.
26	In the Description Type field, choose Job Description . Enter a detailed description of the internship including projects. You can either type in the information or if you have it saved electronically, copy and paste it to the Description field.
27	Click on the Add Posting Descriptions hyperlink.
28	Repeat step 22.
29	In the Description Type field, choose Equal Employment Opportunity . This statement will automatically populate the Description field.
30	After you have added all of the posting information you will go to the Posting Destination section. The Internet destination is provided for you.
31	Under Posting Type, choose External .
32	Under Relative Open Date, choose Approve Date . This will auto populate today's date but will change depending on the date the position is approved by the recruiter and posted to the job bank.
33	In the Remove Date field, enter 03/16/2012 .
34	Click on Add Posting Destinations hyperlink

35	Follow steps 31-33 but choose Internal for the posting type.
36	Click the Preview button to review the posting as an applicant will view it. Then click the Return to Previous page link.
37	Click the OK button
38	Click the Next Step link.
39	Recruiter will add appropriate information on Education/Experience page.
40	Click the Next Step link.
41	Click on Load from Question Sets hyperlink
42	Click on the box next to Core SOI Questions as well as any other pertinent question sets for the position you are posting.
43	Click on the OK button
44	If you added additional question sets and you see questions that aren't relevant to your position, you can delete them by clicking the trash can symbol at the right of that row. <u>Do not delete any of the Core SOI Questions as they are required for ALL postings.</u>
45	Click on the Add Screening Questions hyperlink, click the magnifying glass to the right of the new blank question field, enter Question ID 1487 and click Look Up . Click the question so that it auto populates on the Screening Question page. The question is required and will ask all applicants: Are you currently enrolled as an undergraduate or graduate in an accredited post-secondary institution, and have completed one year of undergraduate education?
46	Click the Next Step link.
47	Click on the Add Recruiter link and add the name of the agency recruiter.
48	Tab out of the field.
49	Click on the Add Hiring Manager field and add your name. If you need to search for the way it is entered in PeopleSoft, click on the magnifying glass, then click in the employee ID field and enter your employee ID there. Click Look Up , then on your name.
50	Tab out of the field.
51	Click on Save & Submit button.
52	The page that appears will be the approvals page. Process for approvals: 1st approval – Supervisor of Hiring Manager listed in step 49 above. 2nd approval – Recruiter listed in step 47 above.
53	Make note of the job opening ID at the top of the page.
54	When this is posted to the job bank, you will receive an email confirmation.